

9 FAM 41.113 Procedural Notes

(TL:VISA-277; 05-10-2001)

9 FAM 41.113 PN1 Information About MRV

(TL:VISA-277; 05-10-2001)

The *electronically computerized* Machine Readable Visa (MRV) has replaced the Burroughs visa worldwide. The *information on the* MRV is printed on an adhesive foil and consists of five sections that:

- (1) Reflect biographic data about the visa applicant;
- (2) Contain information about the visa itself, (visa type, number of entries, date of issuance and date of expiration);
- (3) Show the 88-character field used for annotating additional information about the recipient; (e.g., the reason the recipient is in the United States;
- (4) Display a digitized photo of the visa recipient; and,
- (5) Contain two lines of sensitive coded data that is scanned by the immigration officer at a port of entry. The slightest damage to either line will prohibit the scanner from reading the data, thus delaying the applicant's entry into the United States. (Posts should inform MRV recipients not to rub, place objects (paper clips, etc.) near, nor fold the page that contains the MRV.)

9 FAM 41.113 PN1.1 Separate MRV for Each Applicant

(TL:VISA-177; 04-30-1998)

A separate MRV shall be issued to each qualified applicant, even when multiple applicants are included in the same passport. Thus, it is necessary that the passport contain an unmarked page for each visa issued. When possible, the page opposite the visaed page should also remain unmarked. This will provide space for the INS officer to annotate/stamp the applicant's passport at the time the applicant is admitted into the United States.

9 FAM 41.113 PN1.2 Photograph Requirements for MRV

(TL:VISA-277; 05-10-2001)

a. The photograph of each visa applicant must be an *unmounted* full face photo (*taken within the past six months*) 1 1/2 by 1 1/2 inches (either in color or black and white against a light background), and should be stapled to Form OF-156 (Nonimmigrant Visa Application). The staples should be placed as far away as possible from the applicant's face.

b. Sunglasses or other paraphernalia, which would detract from the face, are not acceptable. A photograph depicting a person wearing a head covering is permitted, provided that enough of the face is uncovered so as to establish identity. A photograph depicting a person wearing a traditional facemask or veil that conceals portions of the face and does not permit adequate identification is not acceptable.

c. Since a separate visa is issued to each qualified applicant, an individual photo is required in all cases. Group photos are not acceptable.

9 FAM 41.113 PN1.3 Entering Information in the MRV Data Field

(TL:VISA-277; 05-10-2001)

a. The following information must be entered in the MRV data field before a visa can be issued:

- (1) Full name of applicant;
- (2) Visa type;
- (3) Visa class;
- (4) Passport number
- (5) Sex;
- (6) Date of birth;
- (7) Nationality;
- (8) Number of entries allowed;
- (9) Date of visa issuance; and,
- (10) Date of expiration.

Absent any of this information, the system will not accept the visa application. Prior to entering this information in the system, the personal data on Form OF-156 should be checked against the personal data page in the passport to ensure accuracy.

b. The name of the visa issuing post and the control number are automatically printed on the MRV.

c. When entering information in the data field, the only punctuation the system will accept is a comma, used to separate the surname from the given name.

d. In certain countries where many nationals have only a surname, the *applicant's first name should be entered as FNU*. For example, "Smith, FNU". The "FNU" stands for "First Name Unknown".

9 FAM 41.113 PN1.4 Entering Information in the MRV Annotation Field

(TL:VISA-171; 10-15-1997)

Annotations on a MRV shall be placed in the 88-character field beneath the word "Annotation". Abbreviations may be used as necessary in the annotation field. (For example: P.A. vice Principal Applicant). Unlike the data field, various forms of punctuation (hyphen, period, etc.) may be used in the annotation field, when appropriate.

9 FAM 41.113 PN1.5 Use of "Bearer" Stamp

(TL:VISA-171; 10-15-1997)

The use of the "Bearer(s)" stamp is not authorized on a MRV. The full name of the recipient must be spelled out in each visa.

9 FAM 41.113 PN1.6 Use of Titles

(TL:VISA-171; 10-15-1997)

Titles such as "Dr.", "Sr.", "Mr.", "Mrs.", etc. may not be used in the data field on a MRV. Such titles, however, may be used in the annotation field, as appropriate.

9 FAM 41.113 PN1.7 Other Notations in a MRV

(TL:VISA-171; 10-15-1997)

When processing a visa request, the following letters shall be entered in the "Visa Type" field depending on the type of visa the applicant is authorized to receive: "D" for Diplomatic, "O" for Official, or "R" for Regular. [See 9 FAM 41.26 and 9 FAM 41.27.]

9 FAM 41.113 PN1.8 Annotating Visas for Foreign Government Officials

(TL:VISA-171; 10-15-1997)

The visa of a principal applicant should be annotated to reflect the principal applicant's place of employment. For example:

**JOHN DOE, EMBASSY OF Z
WASHINGTON, D.C.**

9 FAM 41.113 PN1.9 Annotating Visas for Permanent Observer Missions at UN

(TL:VISA-277; 05-10-2001)

Principal applicants at Permanent Observer Missions at the UN shall be issued B-1 visas that are to be annotated to reflect the principal applicant's place of employment. For example:

**JOHN DOE
OBSERVER MISSION TO THE UN
WORLD BANK, WASHINGTON, D.C.**

9 FAM 41.113 PN10 Dependents of Permanent Observer Missions at the UN

(TL:VISA-277; 05-10-2001)

**PRINCIPAL APPLICANT: JOHN DOE
UN OBSERVER MISSION
WORLD BANK, WASHINGTON, D.C.**

9 FAM 41.113 PN1.11 Altering a MRV

(TL:VISA-171; 10-15-1997)

All data on a MRV must be entered by computer. Handwritten annotations or alterations on a MRV are strictly prohibited. In the event of an error, the information must be reentered and the visa reissued.

9 FAM 41.113 PN2 Placement of a MRV in a Passport

(TL:VISA-XXX; XX-XXX--2001)

A MRV must be placed as close as possible to the bottom and left side of the passport page. This will allow the visa to be scanned easily by the INS officer at the port of entry.

9 FAM 41.113 PN2.1 Placing a MRV on Form OF-232

(TL:VISA-171; 10-15-1997)

a. When a MRV must be placed on Form OF-232, Form Used in Lieu of Passport for NIV Stamp the procedures outlined below shall be followed:

b. The bottom part of the MRV should be placed as close as possible to the lower right corner on the Form OF-232. [See 9 FAM 41.113 Exhibit II.] Placing the MRV at this location will enable the INS officer to scan the visa easily. The Form OF-232 should be carefully folded before inserting it into the passport, thus ensuring that the MRV itself is neither creased nor folded.

c. Since the MRV contains a photograph of the visa recipient, it is not necessary to place an additional photo of the applicant on the Form OF-232.

9 FAM 41.113 PN3 Scanning the MRV

(TL:VISA-277; 05-10-2001)

a. After the MRV has been placed in the travel document, the visa shall be scanned to ensure that the coded data are error-free, thus expediting the recipient's entry into the United States. The following steps should be taken in scanning a MRV:

(1) The visaed page should be placed face down on the right side of the scanner with the coded data lined up against the border guide.

(2) Only the page containing the visa should be passed through the scanner.

(3) The passport should be moved manually toward the scanner's opening (*left to right*).

b. The scanner will feed the passport through the reader while the staff member holds the passport. If the coded data is error-free, a green light will emanate. If a red light appears, this indicates an error in the visa that must be corrected before returning the passport to its owner.

9 FAM 41.113 PN 3.1 Care and Maintenance of Quality Assurance Readers

(TL:VISA-171; 10-15-1997)

The scanner (reader) is a delicate and expensive part of the MRV equipment. Posts are urged to follow carefully all cleaning and maintenance instructions furnished with the reader.

9 FAM 41.113 PN 3.2 Maintenance of Printers

(TL:VISA-171; 10-15-1997)

Regular care, cleaning and maintenance of the MRV printers are crucial to their proper functioning, particularly keeping the paper path, trays, and printer area workspace clean of adhesive, dust and debris. Such cleaning should be done on a daily basis for high volume posts (over 30 issuances per day). Weekly cleaning is adequate for posts with low volume issuances. Proper cleaning of the printers, including the feed rollers and internal paper path is the responsibility of each individual post, either through in-house servicing or post-funded outside servicing.

9 FAM 41.113 PN 4 Care and Storage of MRV Foils

(TL:VISA-171; 10-15-1997)

New MRV foils should be inspected immediately upon receipt for defects. Foils should be stored face down, with a flat sheet-sized paperweight on top to prevent curling. Foils should be stored in a secured area with normal temperature and humidity. Problems regarding the foils should be promptly addressed to CA/EX/GSD.

9 FAM 41.113 PN 4.1 Defective Teslin Foils

(TL:VISA-185; 02-26-1999)

In the event a teslin foil becomes defective, assuming that the visa recipient did not precipitate the problem, a replacement MRV should be issued with no new application fee or interview required. The original expiration date of the defective visa should be displayed on the newly issued MRV, as this is simply a replacement of a defective product. Accountability must be made for replacement visa foils at end of day reconciliation.

9 FAM 41.113 PN 4.2 Destruction of MRV Foils

(TL:VISA-171; 10-15-1997)

a. Spoiled or invalid MRV foils should be destroyed at post whenever possible, ensuring that proper accountability records are maintained. Methods of destruction may include burning, or whatever means post uses for the destruction of classified material. Shredding is not recommended because the adhesive on the foils may cause the shredder to jam.

b. If post facilities do not permit proper destruction, foils should be returned to the Department of State, (CA/EX/GSD, SA-13). The box(es) should be clearly marked "**BULK MATERIAL TO BE DESTROYED**". Each defective foil should be placed back on its carrier sheet if possible. Foils must **not** be piled on top of each other. This makes it very difficult to destroy them.

c. Post should notify CA/EX/GSD via cable of the shipment of foils for destruction, including the serial number of each foil being returned. The proper tag for communication to CA/EX/GSD is CMGT. The caption for the cable is "CA/EX/GSD - SA-13". The text of the cable must also include the:

- (1) Pouch registry number(s); and
- (2) Number of box(es) being shipped.

9 FAM 41.113 PN5 Types of NIV Fees

(TL:VISA-277; 05-10-2001)

There are two types of NIV fees. The:

- (1) Application processing fee (also known as the MRV fee),_and
- (2) Issuance fee (also known as the reciprocity fee).

b. The application processing fee is not reciprocal and must be paid by all applicants regardless of the type of passport held, except as noted in 9 FAM 41.26 N1.3, 9 FAM 41.21 PN11 and 9 FAM 41/21 PN 5.2 of this section. Applicants refused under 221(g) who reapply within one year of that refusal, and those who receive a replacement MRV due to a defective foil are exempt from paying an additional MRV fee.

9 FAM 41.113 PN5.1 MRV Application Fee

(TL:VISA-277; 05-10-2001)

a. The current non-refundable application processing fee for a Machine Readable Visa is \$45.00 per applicant. The method for collecting the fee varies from post to post, and is to be paid separately from the visa reciprocity fee. [For the visa reciprocity fee, see the specific country concerned under 9 FAM Part IV Appendix C.]

b. For B-1/B-2 and C-1/D visas, or both, only one MRV fee is charged. For any other multiple visa combinations requiring two or more MRV foils for one applicant, two or more MRV fees are collected, as appropriate. *For example B-2 and F-1.*

9 FAM 41.113 PN5.2 Exceptions to MRV Processing Fee

(TL:VISA-171; 10-15-1997)

The following categories of visas are exempt from the MRV application-processing fee:

- (1) "A";
- (2) "G";
- (3) NATO;
- (4) C-2 and C-3
- (5) "J" visas which are sponsored and funded by USAID.

9 FAM 41.113 PN6 Academic ("F") and Nonacademic ("M") Student Visas

9 FAM 41.113 PN6.1 Applicant in Possession of Several Form I-20's

(TL:VISA-171; 10-15-1997)

If an applicant presents more than one Form I-20 (Certificate of Eligibility for Nonimmigrant Student Status) for different institutions, post shall insert in the annotation section on the "F" or "M" visa, the name of the school where the applicant will first attend.

9 FAM 41.113 PN6.2 School Not Yet Selected

(TL:VISA-171; 10-15-1997)

If an applicant is undecided about which school s/he will attend [see 9 FAM 41.61 N9.2], posts shall issue a B-2 visa with a notation reading:

**PROSPECTIVE STUDENT
SCHOOL NOT YET SELECTED.**

9 FAM 41.113 PN6.3 Form I-20 Not Yet Received

(TL:VISA-171; 10-15-1997)

If an applicant has been accepted by a school and must depart for the United States prior to his/her receiving the Form I-20 [see 9 FAM 41.61 N9.3], posts shall issue a B-2 visa with a notation reading:

**PROSPECTIVE STUDENT
SUPPORTING DOCUMENTS TO BE PRESENTED AT POE**

9 FAM 41.113 PN6.4 Admission for School Entrance Examination or Interview

(TL:VISA-171; 10-15-1997)

If a prospective student is entering the United States for an admission interview or entrance examination [see 9 FAM 41.61 N9.4], posts shall issue a B-2 visa with a notation reading:

**PROSPECTIVE STUDENT
ADMISSION INTERVIEW
or
PROSPECTIVE STUDENT
SCHOOL ENTRANCE EXAMINATION**

9 FAM 41.113 PN6.4-1 Tourists Engaging in Short Study Course

(TL:VISA-171; 10-15-1997)

a. For applicants coming primarily for tourism, who, during their visit will incidentally engage in a short course of study, posts shall annotate the visa to read:

**STUDY INCIDENTAL TO VISIT
I-20 NOT REQUIRED.**

b. Posts shall limit the number of entries to those required for participation in the specific tour-study program. [See 9 FAM 41.31 N10.6.]

9 FAM 41.113 PN7 “J” Visa-Exchange Visitor

9 FAM 41.113 PN7.1 Inserting Program Number on Visa

(TL:VISA-171; 10-15-1997)

a. “J” visas shall reflect the number of the exchange visitor program in which the principal applicant will participate. For example:

G-1-4000

b. The program number shall be placed in the annotation field of the MRV. [See 9 FAM 41.62 N2.]

9 FAM 41.113 PN 7.2 Noting Visas of AID Grantees

(TL:VISA-171; 10-15-1997)

In every visa issued under AID Program G-2-0263, including the visas of family members of the principal applicant, posts shall place the following notation in the annotation field of the MRV:

**SPONSORED BY AGENCY FOR INTERNATIONAL DEVELOPMENT,
DEPARTMENT OF STATE**

9 FAM 41.113 PN7.3 Notation Regarding Foreign Residence Requirement

(TL:VISA-171; 10-15-1997)

- a. Posts shall place the following notation on each "J" visa issued:

**BEARER IS/IS NOT SUBJECT TO SECTION 212(e).
TWO YEAR RULE (DOES/DOES NOT) APPLY (Name of country)**

- b. Use appropriate verb form (is/is not - does/does not). After the word 'apply', posts shall annotate the name of the country that would satisfy the 2-year residence and physical presence requirement if applicable.

9 FAM 41.113 PN8 Visas Requiring Petitions

(TL:VISA-171; 10-15-1997)

- a. In visas where a petition is required, posts shall enter the following in the petition screen:

- (1) Petitioner's name;
- (2) Approved petition number;
- (3) Visa classification; and,
- (4) Expiration date of the petition.

- b. The name of the principal applicant should appear in the annotation field on the visa of each family member who is deriving status from the principal. For example:

**P.A.: JOHN DOE
PET. NAME: HEALTHY LIFE, INC. PET. NO. LIN9517750446
PET. EXP. DATE: 04 MAY 1996**

- c. If limiting the validity of an H, L, O, P, or Q visa to less than the period of validity in the petition or authorized extension of stay, posts shall also enter the following in the annotation field:

**(PETITION VALID/STAY AUTHORIZED)(as applicable)
TO: DATE.**

[See 9 FAM 41.53 N8.3; 9 FAM 41.54 N21.2; 9 FAM 41.55 N13.5; 9 FAM 41.56 N15.5 and 9 FAM 41.57 N10.5.]

9 FAM 41.113 PN 9 Ground of Ineligibility Overcome

(TL:VISA-277; 05-10-2001)

When issuing a visa to an applicant who has overcome a refusal or quasi-refusal under an INA 212(a) ground of ineligibility, posts shall enter the following notation in the annotation field:

CLASS (code for specific ground of refusal) OVERCOME.

Post shall make the notation even if the post has requested a deletion from CLASS or the Department has notified the post that it will make a CLASS deletion. [See 9 FAM 41.121 PN and 9 FAM Part IV Appendix D, Automated Visa Systems.]

9 FAM 41.113 PN 10 Waiver of Ground of Exclusion

9 FAM 41.113 PN10.1 Notation in INA 212(d)(3)(A) Waiver Cases

(TL:VISA-171; 10-15-1997)

a. When a ground of exclusion is waived under INA 212(d)(3)(A), posts shall enter the notation "212(d)(3)(A)" in the annotation field followed by the number of the paragraph of INA 212(a) that has been waived. The duration of stay authorized, the port of entry (if applicable), and an indication of the purpose of the visit should also be annotated. For example:

**212(D)(3)(A): (6)(C) 4 WEEKS-N.Y., N.Y.
CONFERENCE: HAPPY MOTORING COMPANY**

b. If INS grants a waiver for multiple entries, a notation of the initial port of entry is sufficient, if specified in the waiver order.

9 FAM 41.113 PN10.2 Permission Required by INS Washington District Office for Itinerary Changes or Extension of Stay

(TL:VISA-171; 10-15-1997)

If INS or the Department notifies the post that permission of the Washington District Office is required for any change in itinerary or extension of stay, posts shall insert the abbreviation "WAS" in the annotation field on the MRV regarding the INA(d)(3)(A) authorization. For example:

**212(3)(A):(9)(6)(C) WAS-4 MONTHS NEW YORK, N.Y.
CONFERENCE HAPPY MOTORING COMPANY**

9 FAM 41.113 PN10.3 Number of Entries and/or Period of Validity Authorized by Waiver Exceeds Reciprocity

(TL:VISA-171; 10-15-1997)

If INS grants a waiver for more entries or a longer period than the appropriate visa reciprocity schedule specifies, posts shall issue the visa only for the number of entries and validity period listed in the reciprocity schedule. [For visa reciprocity schedule, see 9 FAM PART IV Appendix C for country concerned.] Posts may issue subsequent visas in such cases until the waiver period has expired.

9 FAM 41.113 PN10.4 Alien Previously Deported or Removed

(TL:VISA-171; 10-15-1997)

If INS has granted consent to reapply for admission after the exclusion or deportation of an alien, post shall insert the following notations in the annotation field:

212(a)(9)(A) or 212(a)(9)(B)

as applicable, and

PERMISSION TO REAPPLY FOR ADMISSION GRANTED.

9 FAM 41.113 PN11 Purpose and Duration of Stay When Validity is Limited

(TL:VISA-171; 10-15-1997)

a. When the validity of a visa is limited, the consular officer shall annotate the visa indicating the applicant's purpose of travel and period of intended stay in the United States. For example:

VISIT UNCLE IN SAN FRANCISCO - 3 WEEKS

b. A visa may be annotated in any case in which the consular officer determines that the applicant is a nonimmigrant only for the purpose of the particular visit for which the visa is issued, and is limiting the visa validity in accordance with the guidelines in 9 FAM 41.112 N5.1. Such notations will materially assist INS inspectors at ports of entry as well as at the domestic offices of INS, and are encouraged. However, negative notations, such as "NO ADJUSTMENT OF STATUS OR EXTENSION OF STAY RECOMMENDED," which questions the visa recipient's veracity and/or tend to tell INS what to do or what not to do in a given case, are **not** authorized.

9 FAM 41.113 PN11.1 Peace Corps

(TL:VISA-171; 10-15-1997)

Posts shall insert the designation "PEACE CORPS" in the annotation field of the MRV issued to an applicant who is proceeding to the United States under the Peace Corps Act (75 Stat. 612).

9 FAM 41.113 PN11.2 A and G Individuals Coming to the United States for Less than 90 Days

(TL:VISA-171; 10-15-1997)

The symbol “(TDY)” shall be placed in the MRV annotation field of any individual in A or G status coming to the United States for a temporary assignment of less than 90 days. The place of his/her employment should be annotated. For example:

**JOHN DOE, CONSULATE GENERAL OF Z
SAN FRANCISCO, CA. (TDY)**

9 FAM 41.113 PN11.3 Maintenance of Status and Departure Bond

(TL:VISA-171; 10-15-1997)

In cases where a maintenance of status and departure bond has been posted, [see 9 FAM 41.11 N7] the following shall be placed in the annotation field of the MRV:

**SECTION 221(g) BOND, A-(NUMBER ASSIGNED BY INS),
(LOCATION OF INS OFFICE ACCEPTING BOND)**

9 FAM 41.113 PN12 Applicants Denied Under INA 222(g)

(TL:VISA-185; 02-26-1999)

Nonimmigrant visas issued to aliens exempted from INA 222(g) should be annotated:

“INA Section 222(g) overcome under extraordinary circumstances”.

9 FAM 41.113 PN12.1 Nationals of Certain Countries Restricted to Designated Ports of Entry

(TL:VISA-171; 10-15-1997)

If a visa recipient is restricted to a designated port or ports of entry/exit, the port(s) should be reflected in the 88-character field under the “Annotation section” on the MRV. If there is insufficient space to list the number of ports, the visa should be annotated to reflect the page that lists the ports of entry/exit. [For port(s) of entry/exit, see country concerned under 9 FAM, PART IV Appendix C.]

9 FAM 41.113 PN13 VISA MANTIS Clearances

(TL:VISA-277; 05-10-2001)

For clearances regarding VISAS EAGLE MANTIS or VISAS DONKEY MANTIS, see 9 FAM PART IV Appendix C.

9 FAM 41.113 PN14 B-1 Visas for Employees of Foreign Airlines

(TL:VISA-171; 10-15-1997)

When issuing a B-1 visa to an employee of a foreign airline who is precluded from E-1 classification pursuant to 9 FAM 41.31 N7.2, posts shall place the following notation in the annotation field of the MRV:

EMPLOYEE OF (Name of Airline)

9 FAM 41.113 PN14.1 B-1 Visas For Domestic Employees

(TL:VISA-171; 10-15-1997)

When issuing a B-1 visa to a domestic employee of a nonimmigrant alien or of a U.S. citizen pursuant to 9 FAM 41.31 N6.3 posts shall place the following notation in the annotation field of the MRV:

**PERSONAL OR DOMESTIC EMPLOYEE OF NONIMMIGRANT
APPLICANT (EMPLOYER'S NAME)**

/or/

**PERSONAL OR DOMESTIC EMPLOYEE OF U.S. CITIZEN
(EMPLOYER'S NAME)**

9 FAM 41.113 PN14.2 B-1 Visas for Visiting Ministers Engaged in Evangelical Tour

(TL:VISA-171; 10-15-1997)

When issuing a B-1 visa to a minister proceeding to the United States to engage in an evangelical tour who does not plan to take an appointment with any one church, and who will be supported by offerings contributed at each evangelical meeting pursuant to 9 FAM 41.31 N6.1, posts shall place the following notation in the annotation field of the MRV:

MINISTER OF RELIGION ON EVANGELICAL TOUR

9 FAM 41.113 PN15 MRV Breakdown

(TL:VISA-171; 10-15-1997)

If a breakdown occurs in the MRV system where a post cannot get its primary or any available back-up MRV systems to operate, it is preferable to cease issuing visas until one of the systems can be brought back on line. The Consular Affairs support desk should be contacted immediately at 202-663-1177. The support desk provides assistance from 1900 hours Sunday until 2100 hours Friday, Washington time, to posts experiencing MRV and other automation-related problems. The contractor maintains spare parts and equipment that can normally be shipped anywhere within 48 hours.

9 FAM 41.113 PN 15.1 Emergency Travel During MRV Breakdown

(TL:VISA-171; 10-15-1997)

In the event where a true emergency exists at a time when the MRV system is experiencing a breakdown, the use of the Visa Waiver Provisions in 9 FAM 41.3 to facilitate travel would be appropriate

9 FAM 41.113 PN 16 Burroughs Visas/Machines

9 FAM 41.113 PN16.1 Termination of Burroughs Visas

(TL:VISA-177; 04-30-1998)

Posts are to terminate the use of Burroughs machines for any NIV-related purposes, including back-up visa issuance, and should dispose of this equipment as soon as possible.

9 FAM 41.113 PN16.2 Disposition of Burroughs Equipment

(TL:VISA-171; 10-15-1997)

All visa plates, signatures, post sliders, and other inserts are to be returned to CA/EX/GSD. After removing ribbons, Burroughs machines which are not required for putting legends on immigrant visas and U.S. passports must be destroyed in accordance with the guidance contained in 6 FAM 227.3-6, Abandonment or Destruction. Ribbons should be destroyed at post. Questions on the implementation of these procedures should be directed to CA/VO/F/S.